

**ELIZABETHTON CITY SCHOOLS  
POSITION ANNOUNCEMENT  
March 4, 2010**

Title: School Nutrition Program Administrative Assistant

Requirements: Not less than a high school education or GED, required; Associate Degree in Accounting, preferred

Working knowledge and demonstration of skills in keyboarding, office machines, computers, and application of appropriate computer software, office procedures, business English, spelling, and record-keeping, basic understanding of generally accepted accounting procedures and the ability to work cooperatively with staff, students, and community.

Essential Functions: The person employed in this position will

1. Serve as purchasing clerk for food, supplies, and equipment for the School Nutrition Program (SNP) as needed.
2. Reconcile SNP invoices to the purchase orders for payment.
3. Perform all aspects of the disbursement process for the School Nutrition Program.
4. Reconcile bank statement for the General Purpose, Payroll, and Federal Projects checking account.
5. Receive cashier reports, invoices, and bank deposit record sheets from the cafeteria managers, verifies for accuracy to bank statements and records revenues.
6. Verify attendance reports from the Extended School Program (ESP) Coordinator to determine snacks served.
7. Record all income for SNP.
8. Prepare and record all journal entries for SNP.
9. Perform monthly edit checks and maintains documentation for the USDA Claim for Reimbursement.
10. Enter financial data on computer and prepares the Claim for Reimbursement.
11. Record commodities received on a monthly basis.
12. Reconcile and maintain local and long-distance telephone statements for the Central Office location.
13. Reconcile and maintain fuel usage statements.
14. Issue and encumber purchase orders for the General Purpose Fund.
15. Assist and serve as back up to the SNP Coordinator.
16. Serve as backup to the General Ledger Accountant.
17. Maintain inventory for the SNP program and the Central Office.
18. Follow Independent, State, & Federal Audit Guidelines.
19. Other duties as assigned.

**PHYSICAL DEMANDS:** This job may require lifting of objects that exceed 20 pounds. Other physical demands that may be required are as follows: stooping and/or kneeling, reaching, talking, hearing, and seeing.

**TEMPERAMENT (Personal Traits):**

1. Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Ability to deal with people and phone calls in a professional and courteous manner.
4. Ability to maintain confidentiality of free/reduced status of students, insurance, payroll, financial records, correspondence, personnel issues, and office/school proceedings.

Work Conditions: May not always have privacy or quiet place to work.

General Requirements: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Submit applications to: Elizabethton Board of Education, 804 South Watauga Avenue  
Elizabethton, Tennessee 37643-4207

Application Deadline: March 9, 2010, 8:00 a.m., or until position is filled

Contact Person: Beth Wilson, Director of Finance; 423-547-8118

***Must have a current and complete application on file  
before phone inquiry.***